

# LOCAL COURT RULES

of the

39th Judicial Circuit

Barry, Lawrence and Stone Counties

## Circuit Judge

Hon. J. Edward Sweeney

## Associate Circuit Judges

Hon. Alan Blankenship, Stone County

Hon. Michael E. Garrett, Barry County

Hon. Larry W. Meyer, Lawrence County

Hon. Scott S. Sifferman, Lawrence County

Hon. Carr L. Woods, Barry County

Effective January 30, 2002

Note: Rules in **bold** print were adopted unanimously by the court *en banc* on May 11, 2000.

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**LOCAL COURT RULES OF THE 39TH JUDICIAL CIRCUIT  
CONSISTING OF BARRY, LAWRENCE AND STONE COUNTIES**

**COURT RULES**

The following local court rules are adopted for use in the 39th Judicial Circuit consisting of Barry, Lawrence and Stone Counties, pursuant to the authority granted in Article V, Section 15 of the Missouri Constitution adopted in 1977 and as implemented by the provisions of § 478.245 RSMo., and in accordance with the mandate of the Supreme Court under Administrative Rules No. 6 and 17, and shall apply to the circuit courts of this circuit and to the divisions of the circuit courts of this circuit presided over by an associate circuit judge.

All prior rules of the 39th Judicial Circuit are rescinded.

These rules shall become effective January 30, 2000, which is more than 30 days after filing under Supreme Court Rule 110.03.

**RULE 1: DIVISIONS OF COURT**

There shall be three (3) divisions of court in each county as follows:

**BARRY COUNTY:**

Division One: Circuit

Division Two: Associate

(Which in addition to having jurisdiction over all cases specified by statute and these rules shall have jurisdiction over small claims and municipal cases where the municipality has not elected to maintain their own court system.)

Division Three: Probate

**LAWRENCE COUNTY:**

Division One: Circuit

Division Two: Associate

(Which in addition to having jurisdiction over all cases specified by statute and these rules shall have jurisdiction over small claims and municipal cases where the municipality has not elected to maintain their own court system.)

In Lawrence County the associate division shall consist of two divisions and shall be designated Associate Division #1 and Associate Division #2.

Division Three: Probate

STONE COUNTY:

Division One: Circuit

Division Two: Associate

(Which in addition to having jurisdiction over all cases specified by statute and these rules shall have jurisdiction over small claims and municipal cases where the municipality has not elected their own court system.)

Division Three: Probate

RULE 2: HOURS AND TERMS OF COURT

2.1 HOURS OF COURT

In Division One of each county the hours of court shall be as follows:

On Opening Days and Law Days the docket call will begin at 9:00 a.m.; Non-jury cases will begin at 9:00 a.m. (juvenile cases, adoptions or defaults may be specially scheduled by the presiding judge's secretary prior to such hour). Jury trials shall also commence at 9:00 o'clock a.m., but counsel shall appear in chambers at 8:30 a.m. on the first day of a jury trial.

Each associate circuit judge in the 39th Judicial Circuit shall determine the hours that his respective court shall be open.

Each circuit clerk in the 39th Judicial Circuit shall maintain office hours in accordance with the hours specified by the county commission of each respective county. However, in accordance with state statutes, the clerk's office is always deemed open.

Each division of the court will observe all holidays designated by the various county commissions within the circuit, provided however that if a jury trial is not completed before the day of such designated holiday the circuit court may of necessity complete the trial on such holiday.

2.2 TERMS OF COURT

The circuit court of each county of the circuit shall be in continual session as provided by § 478.205 RSMo. However, the court designates Opening Days for each term of court in the 39th Judicial Circuit as follows:

BARRY COUNTY: Regular Terms: 3rd Monday in March, 4th Monday in June,  
2nd Monday in November.

LAWRENCE COUNTY: Regular Terms: 2nd Monday in January, May and September.

STONE COUNTY: Regular Terms: 1st Monday in April, 4th Monday in October.

### 2.3 LAW DAYS

2.3.1 CRIMINAL LAW DAYS FOR DIVISION ONE (Circuit Court) may be specially designated by the circuit judge, but otherwise will be as follows:

BARRY COUNTY: 3<sup>rd</sup> Monday in January, February, April, May, July, August, September, October and December.

LAWRENCE COUNTY: 2nd Monday in February, March, April, June, July, August, October, November and December.

STONE COUNTY: 1<sup>st</sup> Monday in January, February, March, May, June, July, August, September, October and December.

2.3.2 CIVIL LAW DAYS FOR DIVISION ONE (Circuit Court) may be specially designated by the circuit judge, but otherwise will be as follows:

BARRY COUNTY: 3<sup>rd</sup> Monday in January, February, April, May, July, August, September, October and December.

LAWRENCE COUNTY: 2nd Monday in February, March, April, June, July, August, October, November and December.

STONE COUNTY: 1<sup>st</sup> Monday in January, February, March, May, June, July, August, September, October and December.

2.3.3 MOTION DAYS. Each Associate Circuit Judge within the circuit shall designate regular monthly Associate Circuit Law Days (Motion Days) as needed, but otherwise as follows:

BARRY COUNTY: 1st Monday of each month.

LAWRENCE COUNTY: Associate Division One: 1st Tuesday of each month.  
Associate Division Two: 2nd Tuesday of each month.

STONE COUNTY: 2nd Friday of each month.

### 2.4. PARTICULAR MATTERS ON PARTICULAR DAYS

1. All pending motions (except motions to modify), objections to interrogatories, *et cetera*, which have been on file for at least 5 days prior to Law Day shall be placed on the Law Day docket in each county and a copy of said docket shall go to all affected counsel. On each Criminal Law Day the court shall first take up criminal cases, including pleas, arraignments and sentencing. Probation violation hearings will be taken up last.

2. On the civil docket, the court will first call motions for announcements with respect to such motions. All motions to dismiss, to strike, for production, for inspection of premises, objections to interrogatories, *et cetera*, shall be summarily overruled unless said motions are accompanied by suggestions. Counsel shall plead within ten (10) days as specified by Supreme Court Rule 55.25(c). Motions to modify shall be set in the same manner as any other contested matter.

3. Criminal cases will be set for trials at the time defendants are arraigned on Law Days or Opening Days. If a defendant is incarcerated, unable to make bond, and a speedy trial is requested, the case will be set within 30 days. If a speedy trial is not requested, criminal cases, except capital murder cases, will usually be set within 90 days of arraignment.

4. The clerk shall have in the courtroom all files in which various motions are pending, with suggestions filed.

5. Counsel may not by agreement pass motions.

6. Each associate circuit judge shall in felony cases upon disposition in Division II, advise the prosecuting attorney, the defendant and his attorney, of the date that the defendant shall appear in Division I for arraignment. This date should usually be the first Law Day or Opening Day following disposition in Division II.

If the defendant fails to appear in Division I for arraignment on the date designated by the associate circuit judge, a bond forfeiture will be ordered by the Division I judge and a capias warrant will be issued for the arrest of the defendant.

### RULE 3: PLEADINGS

#### 3.1 CAPTION

The following captions are required in all cases filed in Division One in each of the counties in the 39th Judicial Circuit, except as otherwise provided by statute or rule:

IN THE CIRCUIT OF \_\_\_\_\_ COUNTY, MISSOURI  
DIVISION ONE

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Plaintiff/Petitioner,

v.

Case No. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Defendant/Respondent.

### CAUSE

Signed \_\_\_\_\_

(Attorney of Record or Party)

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

### 3.2 STYLE

All pleadings and other papers, except exhibits, offered for filing in any court of this circuit and all forms used in any court, including opinions, shall be on 8 1/2 by 11 inch paper. Pleadings and motions shall have a top and left hand margin of at least one inch; shall be signed by the party or his attorney offering the same for filing together with the address, telephone and bar identification numbers of the trial attorney in the case; shall be captioned with the style and number of the case, the character of the pleadings and motions and, if a petition, the nature of the suit and, if consisting of more than one sheet, shall be securely bound at the top and with page numbers at the bottom. Paragraphs of pleadings shall be numbered consecutively. An attorney offering a paper for filing may sign it on behalf of a law firm or attorney when duly authorized to do so; but he must also subscribe his own signature on said paper.

The attorney whose signature is affixed to the pleading or paper shall be deemed to be the trial attorney in the case and shall receive all notices from the circuit clerk or court with respect to such case.

Where service of summons or other pleading is requested, a copy of the pleading for each party to be served shall be filed and shall include the address for each party to be served.

### 3.3 FAX FILINGS

#### 3.3.1 General

Filings by facsimile (fax) transmissions of any documents are permissible in accordance with Rule 43.02(c). The clerks shall process no filing by fax until the appropriate filing fees have been received.

Time of receipt of any fax shall be governed by the time affixed on the fax transmission and shall be filed accordingly if the appropriate fees have been received. If the appropriate fees have not been received, the document may be discarded.

Any person utilizing this method shall retain the original and shall produce it upon court order.

#### 3.3.2 Proof of Service

Proof of service by fax shall be made by the person causing the pleading to be transmitted. Proof of service shall indicate the telephone number to which the paper was transmitted and the method of confirmation that the transmission was received.

## RULE 4: FILING OF CASES

### 4.1 CRIMINAL CASES

The circuit has a decentralized filing system, and the following matters should be filed as designated:

- (1) All misdemeanor cases shall be filed with the division clerk of the associate division of the circuit court.
- (2) All complaints charging a felony shall be filed with the division clerk of the associate division of the circuit court.

#### 4.2 CIVIL CASES

In addition to hearing and determining all matters pursuant to § 478.220 RSMo. and (all cases in which a magistrate judge had jurisdiction prior to January 2, 1979) an associate circuit judge shall exclusively hear and determine, subject to disqualification as provided by statute or subject to other assignment as may be provided by statute, Supreme Court Rule or order of the circuit judge the following cases:

1. Cases arising under the Uniform Reciprocal Enforcement of Support Act.
2. Cases arising under Chapter 207 and 208 RSMo. (commonly known as Title IV-D and House Bill #601 actions), and Chapter 210 RSMo.
3. All contempt actions for child support enforcement in addition to those arising under paragraphs one and two above.
4. Change of name.
5. Hardship driving privileges.
6. Approval of settlements in actions involving claims by or on behalf of minors.
7. Juvenile cases involving 16 year old persons which allege violations of traffic laws or ordinances except felony cases such as manslaughter, drunken driving, leaving the scene of accident and cases which would be punishable as misdemeanors or municipal ordinance violations if the juvenile was tried as an adult.
8. All cases arising under the Adult Abuse Act and Child Protection Orders Act, Chapter 455 RSMo.
9. All petitions for review filed against with the Department of Revenue.
10. Municipal Cases:
  - (1) When a municipality has made provisions for its municipal ordinance violation cases to be heard before a municipal judge, such cases shall be filed in the office of the clerk of the municipal division that has been provided by the respective municipality.
  - (2) When a municipality has not made provisions for its municipal ordinance violation cases to be heard before a municipal judge, such cases shall be filed in the office of the associate circuit judge. If a municipality maintains a traffic violations bureau in accordance with procedures provided by law or court rule in connection with the operation of the traffic violations bureau of such municipality.
  - (3) All cases originally filed in the Municipal Division, but in which such cases there has been a request for change of judge and/or jury trial.

Associate circuit judges shall have concurrent jurisdiction in the following cases:



1. All juvenile cases, including adoptions, when the presiding judge is absent from the county or is unavailable.
2. All dissolution actions, motions to modify, and proceedings under the Uniform Child Custody Act (UCCJA) and all contempt actions for violation of judgments in dissolution cases and motions to modify. Requests for settings of such cases on their merits or motions, may be made with the judge of either division and once such request is made such judge shall thereafter be the designated judge over such case, otherwise the trial judge shall be designated by the presiding judge.
3. Approval of wrongful death settlements.
4. Any other case specifically assigned by the presiding judge.
5. Any case in default, or by agreement of the parties, may be heard by an associate circuit judge within the circuit without necessity of assignment of such case by the presiding judge to the associate circuit judge.

Unless otherwise specified by the presiding judge in an order of assignment, the method of preserving the record in the above classes of cases shall be by electronic, magnetic, or mechanical sound or video recording devices approved by the office of State Courts' Administrator, and not by a court reporter or stenographer.

#### 4.3 PROBATE CASES

All probate cases shall be filed in Division Three of the appropriate counties with the clerk of the probate court, and captioned as follows:

IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI  
DIVISION THREE  
Probate Division

In The Estate of

\_\_\_\_\_

Case No. \_\_\_\_\_

(Deceased)(Incapacitated)(Disabled).

#### 4.4 JUVENILE CASES

All juvenile cases shall be filed in Division One of the appropriate county with the circuit clerk or division clerk of the circuit court and captioned as follows:

IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI  
DIVISION ONE  
Juvenile Division

In The Interest Of

4.5 SMALL CLAIMS COURT

All small claims as defined by statute shall be filed with the division clerk of Division Two in the appropriate county and captioned as follows:

IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI  
DIVISION TWO  
Small Claims

\_\_\_\_\_  
Plaintiff,  
vs.

Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant.

RULE 5: Fees and Costs

5.1 Filing Fees and Costs

In all cases filed in this circuit there shall be deposited with the appropriate circuit clerk for which the clerk shall give a receipt, the following sums:

CIRCUIT DIVISION		
All original civil cases	\$	95.00*
Each additional defendant	\$	35.00
Publication Requirement	\$	200.00
For Family Access Motions	\$	25.00

Each circuit clerk is granted authority to require an additional deposit if the clerk ascertains from the newspaper publisher that the fee for publication will be substantially in excess of \$150.00.

\* \$10.00 of which is a law library fee, § 514.479 RSMo.; \$7.00 of which is for court automation, § 476.053 RSMo. (effective September 1, 1994 through 2004); and \$3.00 of which is for Domestic Relations Resolution Fund, § 452.552 RSMo.

ASSOCIATE DIVISION

Each associate circuit judge within the 39th Judicial Circuit shall set filing fees in accordance with the respective rules and special circumstances in each county.

5.2 COSTS

(No Local Rule)

5.3 WITNESS FEES  
(No Local Rule)

5.4 WAIVER OF FEES  
(No Local Rule)

5.5 MOTION FOR SECURITY  
(No Local Rule)

**RULE 6: ASSIGNMENT OF JUDGES, CASES, AND TRANSFER OF CASES**

**6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGES**

Lawrence County:

(1) Upon disqualification of an associate circuit judge in an associate division case, the other Lawrence County associate judge is hereby assigned to hear said cause;

(2) All trials *de novo* from associate and small claims, are hereby assigned to the associate circuit judge of the other associate division;

(3) All odd numbered Lawrence County associate circuit cases are assigned to Associate Division One; all even numbered cases, to Associate Division Two;

(4) All probate cases are assigned to the judge in Associate Division Two; upon disqualification of said Associate Division Two judge, the Associate Division One judge is hereby assigned to hear said cause.

**6.1.1 BY LOCAL COURT RULES OR ORDER**

The following cases will be heard by an associate circuit judge but not on the record and under the procedure set forth in Chapter 517, RSMo.:

(1) Cases of misdemeanor or infraction, except as otherwise provided by law;

(2) Felony cases prior to the filing of an information;

(3) Municipal ordinance violation cases of municipalities who have not made provisions for such violations to be heard by a municipal judge;

(4) Small claims cases as provided in §§ 482.300 through 482.365 RSMo.;

(5) Cases that a circuit judge could hear in chambers when such circuit judge is absent from the county.

**6.1.2 SPECIAL ASSIGNMENT**

See Local Rule [4 . 2.](#)

**6.1.3 UPON CHANGE OF VENUE (WITHIN THIS CIRCUIT)**

Whenever a change of venue is granted in an associate circuit judge case, the case will automatically be assigned to the associate circuit judge who would be assigned in accordance with Local Rule 6 if the case had originally been filed in the transferee county.

6.2 ASSIGNMENT TO CIRCUIT JUDGES  
(No Local Rule)

6.3 CERTIFICATION TO CIRCUIT DIVISION  
(No Local Rule)

6.4 TRIAL *DE NOVO*

Cases in which an application for trial *de novo* has been filed shall be docketed and assigned for hearing in the same manner as if the case had originally been filed in the office of the circuit clerk under the procedures which are applicable before circuit judges.

6.5 DISQUALIFICATION OF JUDGE

As provided in Supreme Court Rule 51.05, a change of judge shall be ordered in any civil action upon the filing of a written application therefor by any party or by his written agent or attorney. The application need not allege or prove any cause for such change of judge and need not be verified. A copy of the application and notice of the time when it will be presented to the court shall be served on all parties. Appearance of counsel is not required for a timely filed application to be sustained.

In any case in which an associate circuit judge has been disqualified such case shall be certified to the presiding judge for assignment to another associate judge within the circuit. If the circuit judge is disqualified, then the circuit clerk shall request the Supreme Court to assign another judge to hear said cause.

The clerk shall notify each party when a new judge is assigned to the case and the date and time of the next hearing, which shall normally be scheduled on the newly assigned judge's next regular Law Day or Motion Day in accordance with Local Rule [2 . 3](#).

6.6 ABSENCE OF JUDGE

In the absence of any judge of this circuit, any other circuit or associate circuit judge of this circuit may sit as the judge of the division in which the judge is absent and perform all duties of the absent judge.

6.7 ABSENCE OF PRESIDING JUDGE

See Local Rule [6 . 6](#).

RULE 7: WITHDRAWAL OF PAPERS FROM CLERK'S OFFICE

7.1 WHEN ALLOWED

No official files of the circuit court or any division thereof shall be removed from the office of the circuit clerk or the office of any division clerk except by the presiding judge, associate circuit judge or court reporter of the 39th Judicial Circuit.

7.2 DUPLICATING POLICY

Requests for copies of court records should be directed to the appropriate court clerk. No charge shall be made for copies of documents furnished to any city, county, state agency or state department. All other parties shall be charged at the rate specified by the court clerk.

## **RULE 8: PUBLICATION OF DOCKETS**

### **8.1 TRIAL DOCKET--Division I**

The Circuit Clerk of Division One of each county shall prepare a trial docket of all civil and criminal cases that are scheduled to be heard or set for trial on the next Opening Day or Law Day. Such docket shall be mailed to all counsel of record and each unrepresented party, at least five (5) days before the next Opening Day or Law Day.

### **8.2 DISMISSAL DOCKET**

Each clerk (except Probate) shall each 6 months, on or about June 1st and December 1st of each year, prepare a dismissal docket of civil cases and felony criminal cases in which no activity has been noted on the docket sheet for 6 months or more, and in all other cases, including dissolution cases, cases transferred from the associate division, and misdemeanor criminal cases for 3 months or more. Each clerk shall notify counsel of record that any such case will be dismissed on a date certain (within approximately 30 days), absent good cause shown to the court. A request for trial setting after a case appears on the dismissal docket shall not constitute "good cause" either to prevent dismissal or for reinstatement of the case. The circuit clerk shall then on such dates, absent good cause shown, dismiss the cases without prejudice and without further notice to counsel.

Parties who are not represented by counsel shall receive the same notification from the circuit clerk as counsel of record receive.

Cases dismissed without prejudice may be reinstated by the judge within 30 days of the date the dismissal order is made upon the filing of a written motion with the clerk and a copy to the court and opposing counsel requesting reinstatement and showing good cause for reinstatement. If the matter is one in which there is no counsel, then the party requesting shall send a copy of such request for reinstatement to the opposing party, the clerk and the judge.

## **RULE 9: COURTROOMS**

### **9.1 ASSIGNMENT OF COURTROOM** (No Local Rule)

### **9.2 PLACE OF HEARING** (No Local Rule)

### **9.3 USE OF COUNSEL TABLE** (No Local Rule)

### **9.4 COURTROOM DECORUM AND DRESS** (No Local Rule)

9.5 WHO IS PERMITTED WITHIN BAR  
(No Local Rule)

RULE 10: COURT REPORTERS AND COMPENSATION

All orders for transcripts on appeal of proceedings recorded by court reporter in Division I, shall be made in writing to the court reporter of the 39th Judicial Circuit, namely: Kim Ballay, 135 Farm Road 1060, Monett MO 65708 [telephone no. (417) 235-7110] and the reporter's acceptance of service of such order shall be filed with the clerk of the court in which the case is pending. All applications for an extension of time to file transcripts shall show the date it was ordered.

Preparation of any transcript on appeal by an official court reporter shall not begin until counsel or the person ordering such transcript makes a cash deposit with the reporter of such amount as the reporter reasonably estimates such transcript will cost. In the event any deposit is insufficient to pay for such transcript, the remaining unpaid portion of the cost thereof shall be due and payable from counsel or the person who orders the transcript to the reporter who prepared such transcript upon delivery of such transcript.

Preparations of a typewritten transcript of a record preserved by electronic recording device shall not begin until the clerk is paid a sum sufficient to cover the estimated cost of this work. The estimated charge will vary depending upon how the typewritten copy is to be prepared.

If the appellant desires the clerk to forward the material to the office of State Courts' Administrator for transcribing, the estimated cost will be based on rates authorized for transcripts prepared by an official court reporter. If the appellant desires to make arrangements for his own typist to prepare the transcript, the deposit required will be based on the estimated cost of having clerk personnel supervise the copying of the tape which was used to electronically record the proceedings. It is the responsibility of the appellant to pay this amount upon being presented with a bill by the clerk.

RULE 11: RECORDING OF JUDICIAL PROCEEDINGS  
(No Local Rule)

RULE 12: MONEYS PAID INTO COURT

12.1 BOND IN CIVIL CASES  
(No Local Rule)

RULE 13: COMMUNICATIONS WITH COURT

13.1 ORAL COMMUNICATIONS WITH THE COURT  
(No Local Rule)

13.2 WRITTEN COMMUNICATIONS WITH THE COURT  
(No Local Rule)

**RULE 14: SERVICE OF ORDERS, JUDGMENTS AND OTHER DOCUMENTS BY THE COURT**

In accordance with Supreme Court Rule 43.01(j), in all civil actions and all criminal proceedings, including *post* conviction motions, any order, judgment, or other document issued by the court may be transmitted to the attorney or party as authorized in subdivision (c) of Supreme Court Rule 43.01, provided service pursuant to Supreme Court Rule 54 is not required.

**RULE 15: SPECIAL PROCESS SERVERS**

In accordance with § 506.140 RSMo. and Supreme Court Rule 43.01(c) process may be issued to and served by a person over the age of eighteen who is not a party to the action. A party may file an application for the court requesting that any fees paid to a special process server be taxed as costs in the action.

# GENERAL RULES

## RULE 21: ATTORNEYS

### 21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS (No Local Rule)

### 21.2 ENTRIES OF APPEARANCE (No Local Rule)

### 21.3 CONDUCT OF ATTORNEYS (No Local Rule)

### 21.4 WITHDRAWAL OF ATTORNEYS

The conditions under which an attorney is allowed to withdraw from the employ of a client are set out in Supreme Court Rule 4, Rules of Professional Conduct, Rule 1.16 Declining or Terminating Representation. An attorney who desires to withdraw as attorney of record for any party to any action pending in this court shall comply with the following procedures.

The attorney shall file a written motion requesting leave of court to withdraw. If the case is then set for trial, the reason for the request must be set forth in the motion. Attached to the motion shall be a notice of the date and time at which the moving attorney will call up the motion before the court for hearing.

A copy of the motion and the notice shall be served upon all parties, including the client from whose employ the attorney is seeking leave to withdraw, in the manner provided by Supreme Court Rule 43.01. If the case in which the attorney is seeking leave to withdraw is a criminal case, the notice shall instruct the client that the client must appear in person at the hearing.

The last known address of the client from whose employ the attorney is seeking leave to withdraw shall be plainly set out in the motion or the certificate of service thereon.

The attorney seeking leave to withdraw must appear in open court and call up the motion at the time specified in the notice. If the case in which the attorney is seeking leave to withdraw is a criminal case, it shall be the duty of the client to appear in person in compliance with the notice mentioned above.

If the client fails to appear, and if the attorney is granted leave to withdraw, the attorney shall immediately notify his former client by letter of the attorney's withdrawal and shall send a copy of the letter to the clerk. Such a letter shall advise the former client of any scheduled court proceedings or pleading deadlines in the case.

### 21.5 FAILURE OF ATTORNEY TO ANSWER DOCKET CALL

Attorneys of record in any case or their representatives must appear on each Opening Day or Law Day to make appropriate announcements with respect to their cases. Counsel may by stipulation or letter agree as to disposition of any pending motions, except a motion for continuance.



21.6 APPOINTMENT OF ATTORNEYS  
(No Local Rule)

21.7 AGREEMENT OF ATTORNEYS

No private or prior stipulation or agreement between parties or attorneys in a pending cause will be recognized unless made in writing and filed with the court clerk or made orally in open court.

21.8 ADVICE TO CLIENTS AND WITNESSES OF COURTROOM PROCEDURES

Each attorney is to advise his or her client and witnesses as to the formality of the court, including proper dress, and shall seek their cooperation therewith, thereby avoiding embarrassment.

RULE 22: APPOINTMENT OF GUARDIAN *AD LITEM*

22.1 WHEN APPOINTED

A guardian *ad litem* is required to be appointed in all adoption cases and in all cases involving juveniles who are dependent upon the court by reason of being neglected or abused; in all other civil proceedings in which they are defendants or in any quiet title or similar proceedings where the age of the defendants is under 21 or the age of the defendant is unknown; or in any proceeding in which child abuse or neglect is alleged. In all proceedings for child custody or for dissolution of marriage or legal separation where custody, visitation, or support of a child is a contested issue, the court may appoint a guardian *ad litem*. § 452.423 RSMo.

22.2 COST DEPOSIT

Upon the written request of the court appointed guardian *ad litem*, and without further court order, each party shall be required to make a cost deposit to the clerk within 30 days of a sum not less than twice the guardian *ad litem's* normal professional hourly rate.

RULE 23: TRANSCRIPTS  
See Local Rule 10.

RULE 24: EXHIBITS

Each attorney is responsible for all his or her exhibits before, during and after trial. Exhibits should be marked for identification prior to trial and shall be withdrawn by counsel after trial.

## PRETRIAL MATTERS

### RULE 32: DISCOVERY

#### 32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION (No Local Rule)

#### 32.2 INTERROGATORIES

Copies of all interrogatories and answers thereto shall not be filed with the court except upon court order or contemporaneously with a motion placing interrogatories in issue, but shall be sent to all parties. Answers and objections to interrogatories shall state the question being answered or objected to immediately before the response or objection to such interrogatories. Any objection to interrogatories shall be taken up on the next regular Opening Day, Law Day, or Motion Day at least five (5) days after filing.

The court will summarily overrule all general objections to interrogatories, objections to specific interrogatories, or requests for production unless objections are accompanied by written suggestions.

For interrogatories in dissolution cases, see Local Rule 68.3.

#### 32.3 DEPOSITIONS (No Local Rule)

#### 32.4 MOTIONS FOR SANCTIONS

No motion for sanctions will be required in order for the trial judge to assess court costs, including jury panel fees, against the parties if the case is settled within 48 hours of the trial setting date.

#### 32.5 CRIMINAL DISCOVERY

There is no local rule on the above subject but judges shall expect compliance with Supreme Court Rule 25 as it pertains to discovery in criminal cases. Discovery schedules, if needed, shall be determined at the initial disposition hearing with the trial judge, or as may be required thereafter.

### RULE 33: PRETRIAL MOTIONS

#### 33.1 HEARING DATES

All pending motions shall automatically be heard on regular Law Days in each of the counties in this circuit provided that they are filed more than 5 days before such regular Law Day. Motions may likewise be heard on other days provided that counsel has scheduled such motions with the clerk or the judge's secretary, who shall have authority to set same for a date and time certain.

#### 33.2 BRIEFS IN SUPPORT OF MOTIONS, WHEN REQUIRED

All motions shall be in writing and accompanied by a written memorandum setting forth reasons in support thereof with citations and points relied upon. If no memorandum is filed then the judge will automatically overrule any such pending motions except timely filed applications for change of judge and motions of counsel to withdraw. The judge may, after argument, require additional memorandum or briefs as the court may deem advisable and may grant counsel additional time to file same.

### 33.3 ORAL ARGUMENTS

Unless oral argument is requested in writing at the time of filing a motion or motions, the pending motion(s) shall be ruled on the basis of the written briefs filed by counsel.

### 33.4 MOTIONS *IN LIMINE*

All motions *in limine* in cases set for jury trial shall be in writing and accompanied by citations of authority and shall be filed at least ten (10) days prior to trial unless otherwise specified by the trial judge with a copy of such motions going to opposing counsel, the judge and the court clerk.

## RULE 34: CONTINUANCES

No general continuances will be granted in any case. No continuances will automatically be granted by agreement or stipulation.

An application for continuance shall be made by written motion accompanied by the affidavit of the applicant or some other credible person setting forth the facts upon which the application for continuance is based, unless the adverse party consents that the application for continuance may be made orally. All applications for continuance and written consents thereto shall contain a current list of attorney scheduling conflicts.

No continuances shall be granted otherwise, except in Division III (Probate), or as provided in Local Rules 34.1 and 34.2 below.

### 34.1 CIVIL CASES

All applications for continuances in civil cases shall conform to the provisions of Supreme Court Rules 65.01 through 65.05.

Supreme Court Rule 65.01--Every continuance granted on the application of a party may be at the cost of such party, if so ordered by the court.

Supreme Court Rule 65.03--In any application for continuance made within thirty days of the date the matter is scheduled to be heard, the lawyer shall certify that the party for whose benefit the motion is filed has been consulted, that the party is aware of the contents of the motion, and the party's position with respect to the motion.

An application for continuance on account of absence of witnesses or their evidence shall comply with the requirements of Supreme Court Rule 65.04.

### 34.2 CRIMINAL CASES

No clerk is authorized to grant a continuance by informal request except for up to two weeks for an initial appearance in Division II concerning pending traffic and/or misdemeanor charges.

All applications for continuances in criminal cases shall conform to the provisions of Supreme Court Rules 24.08, 24.09, and 24.10.

An application for continuance on account of absence of witnesses or their evidence shall comply with the requirements of Supreme Court Rule 24.10.

A continuance will be granted in criminal cases only if the judge finds the ends of justice served by taking such an action outweighs the benefit or necessity for a speedy trial. For good cause shown, the judge may continue a criminal proceeding to a fixed day, or to a date to be set thereafter. No continuance shall be granted on the application of defendant unless the defendant waives his right to a speedy trial. The judge may assess the cost of any such continuance to the requesting party.

#### **RULE 35: PRETRIAL CONFERENCE**

The trial judge shall schedule pretrial conferences in any pending jury case. Failure of counsel to appear for pre-trial conference shall be sufficient grounds for imposition of sanctions by the court in accordance with Local Rule 32.4.

#### **RULE 36: SETTING CASES FOR TRIAL**

##### **36.1 REQUEST FOR TRIAL**

###### **36.1.1 CRIMINAL CASE**

The prosecuting attorney, defendants and their attorneys in each case on the docket shall be in court at 9:00 a.m. on each Opening Day or Law Day so that such cases may be set for disposition or trial for a day or days certain thereafter, unless a Class A or B felony is charged, in which event the case will automatically be deemed as exempt from the Administrative Rule 17 time standards.

###### **36.1.2 CIVIL JURY CASES**

Counsel for all parties shall be present on Opening Day to make announcements as to type of case, discovery to be completed, anticipated length of trial and to provide scheduling conflicts. Special civil jury trial settings will be given, as the court's calendar will permit.

###### **36.1.3 NON-JURY CASES--Judge Sweeney**

All civil cases in which a jury has been waived or equity cases, may be specially set and in such instances requests for settings shall be made by sending the original of such request to Ms. Glenda Schoen, P.O. Box 400, Monett, Missouri, with a copy of such request to the circuit clerk and opposing counsel. The letter of request shall set forth the nature of the case, the date the case was at issue, whether any additional discovery is anticipated, and in those instances where a case would ordinarily be a jury case, that all counsel has waived a jury trial. Counsel for the party requesting a setting shall be expected to ascertain from opposing counsel whether a jury will be waived. All counsel together with the circuit clerk shall be notified of the date of setting.

##### **36.2 DATE OF DOCKET CALL**

See Rule 36.1

##### **36.3 PREPARATION OF DOCKET**

The appropriate division clerks of each of the counties in the 39th Judicial Circuit shall prepare a docket for each Opening Day and each judge's Law Day or Motion Day and shall prepare dockets of scheduled trials or motions and distribute them to all counsel of record.

36.4 DOCKET CALL  
See Local Rule 36.1

36.5 INACTIVE DOCKET.  
No inactive docket will be maintained.

36.6 REVISION OF AND REMOVAL FROM PREPARED DOCKET  
(No Local Rule)

36.7 SPECIAL ASSIGNMENTS  
(No Local Rule)

RULE 37: DISMISSALS

37.1 DISMISSAL DOCKET  
See Local Rule 8.2

37.2 REINSTATEMENT OF CAUSE  
See Local Rule 8.2

RULE 41: SETTLEMENT

41.1 NOTICE OF SETTLEMENT

The trial judge and the court clerk shall be notified promptly by counsel if a case is settled after it has been set for trial. If no notice of settlement is received within 48 hours of a jury trial setting date, the costs, including the cost of the jury panel shall be assessed against the parties.

RULE 42: DEFAULTS

Dissolutions, default matters, adoptions, shall be heard in Division One by Judge Sweeney only if scheduled through his secretary. Associate circuit judges or their designated clerks shall schedule hearings for all dissolutions, motions to modify, *et cetera*, and cases designated under Local Rule 6.1.

# TRIALS

## RULE 51: COURT TRIED CASES

### 51.1 DEFAULT AND UNCONTESTED MATTERS

See Local Rule 42

### 51.2 CONTESTED MATTERS

See Local Rule 36.1

### 51.3 PREPARATION OF FINDINGS OF FACT AND CONCLUSIONS OF LAW

In all court tried cases in which findings of fact and conclusions of law are required or properly requested, the parties, through their attorneys, shall submit proposed findings of facts and conclusions of law at the conclusion of the trial or within the period of time directed by the judge.

## RULE 52: SELECTION OF JURY

### 52.1 JURY QUESTIONNAIRES

A jury questionnaire shall be submitted to each prospective juror in a self-addressed envelope and shall be delivered or mailed with the summons for jury service with directions to complete and return the form to the circuit clerk's office within 5 days. Jury questionnaires shall be available to counsel on the day of any jury trial by contacting the circuit clerk. At the completion of the voir dire examination it is the responsibility of the attorney to return his copy of such jury questionnaires to the circuit clerk.

The jury questionnaire is a matter of public record and may be inspected by the attorneys at any time in the circuit clerk's Office.

Attorneys shall not, as part of their voir dire examination, examine a member of the jury panel as to any matter contained on the jury questionnaire without the permission of the court, but may examine any jurors selected as special veniremen who have not filled out such questionnaire.

### 52.2 Circuit Clerk's Duties

**The circuit clerk shall be responsible for summoning and management of the jury panel until the jury is selected, seated and sworn in all jury trials in all divisions of this circuit.**

## RULE 53: JURY TRIALS

### 53.1 INSTRUCTIONS

On the first morning of any jury trial, the attorneys are required to submit all proposed jury instructions for study by the trial judge. This rule shall also apply to the prosecuting attorney and defense counsel in all criminal cases.

### 53.2 CLOSING ARGUMENTS

An attorney will be given a reasonable time for argument and the judge will decide the period of time allowed. Plaintiff may divide his time between opening and closing argument, but not more than one-half of his time may be spent in closing argument. Time for final argument may be extended at the discretion of the judge.

Final argument by counsel for cases involving multiple parties shall be made in the order of the parties named in the petition unless the order of arguments are otherwise designated by the judge.

Plaintiff or plaintiffs may decline to make an opening or closing argument and by so doing, waive their right to a closing argument. Defendant may nevertheless make his argument.

The attorneys for either party shall inform all other attorneys and the court before the time of any argument of their intention to waive argument.

## RULE 54: JUDGMENT ENTRY

### 54.1 CONTESTED CASES

Unless otherwise ordered, the attorney for the prevailing party shall prepare and submit the form of judgment entry to the judge for approval. If it is impossible to determine who may be the prevailing party the judge may designate the attorney who shall prepare the judgment entry.

### 54.2 DEFAULT OR UNCONTESTED CASES

In default or uncontested cases, counsel for the prevailing parties shall on the day of hearing present to the judge for approval the judgment that counsel has prayed to be entered. The circuit clerk shall then enter judgment in accordance with the judgment provided by counsel unless modified by the judge.

## RULES RELATING TO PARTICULAR ACTIONS

### RULE 61: ADOPTION

#### 61.1 FILING REQUIREMENTS

At the time of filing a petition for adoption, counsel for petitioners shall request the appointment of a *guardian ad litem* and shall prepare an order to such effect with the name of the *guardian ad litem* left blank so that the judge may designate such *guardian ad litem*... and shall request that a home study be made (see Local Rule 61.2). No adoption petition will be considered where there has been a direct placement by the mother of a child born out of wedlock with prospective adoptive parents.

#### 61.2 HOME STUDY

Home studies are required in every adoption proceeding. The Division of Family Services or Juvenile Office shall initiate an investigation of the suitability of the child for adoption and the suitability of petitioners as parents for the child. The agency, which made the original placement of the child or children in the prospective adoption home, shall make the home study pursuant to the judge's order.

In a stepparent adoption, the court shall designate the agency or individual to make the home study and counsel for petitioner shall provide such agency or individual with a copy of the petition and the exact address of petitioners.

In all adoption proceeding the petitioners, the adoptive child or children, the *guardian ad litem* and a representative of the supervising agency shall be present at the hearing.

No order of temporary custody in an adoption case shall be made unless a home study has been made as required herein and such report is favorable to the adoptability of the child and the suitability of the petitioners for adoption.

### RULE 62: DRIVERS' CASES

#### 62.1 APPLICATIONS FOR HARDSHIP DRIVING PRIVILEGES

(No Local Rule)

#### 62.2 PETITIONS FOR REVIEW

(No Local Rule)

#### 62.3 BREATHALYZER TEST

(No Local Rule)

### RULE 63: ASSOCIATE DIVISION CASES

(No Local Rule)



RULE 64: CASES ARISING UNDER CHAPTERS 207 AND 208 RSMo.1978 (Title IV-D and H.B. 601 Actions)

See Local Rule 4.2

RULE 65: CIVIL COMMITMENT  
(No Local Rule)

RULE 66: CONDEMNATION  
(No Local Rule)

RULE 67: CRIMINAL CASES

67.1 PRETRIAL RELEASE

67.1.1 QUALIFICATIONS OF BAIL BONDSMEN

All bondsmen desirous of posting bail bonds in the 39th Judicial Circuit shall file with the respective associate circuit judges of Barry, Lawrence and Stone Counties on or before January 1st and July 1st of each year an affidavit of qualifications for all bonds in force, as set forth in Supreme Court Rule 33.17, and an affidavit of justification in compliance with and containing all information set forth in Supreme Court Rule 33.18.

Each associate circuit judge of the 39th Judicial Circuit may make such additional investigation concerning the qualifications of the surety as he shall deem necessary and for this purpose shall have authority to administer all necessary oaths. No bonds shall be approved unless the surety thereon appears to be qualified under the requirements of Supreme Court Rules.

A copy of criminal procedure forms for general affidavit of qualifications of bondsmen shall be on file in each clerk's office.

This rule shall in no way alter or amend other requirements imposed by law upon bail bondsmen, agents and sureties.

67.1.2 MOTIONS TO SET BOND AND FOR BOND REDUCTION

Motions to set bond or for bond reductions shall be made in writing and be filed with the division clerk where the case is pending. Such motions shall be "noticed up" to allow the prosecuting attorney sufficient time to inform witnesses and/or victims, if required under § 595.209 RSMo.

67.1.3 DEPOSIT OF OPERATOR'S LICENSE

(No Local Rule)

67.2 PRELIMINARY HEARING

Upon the filing of a felony information in this circuit after a waiver of preliminary hearing, the case may be heard by the judge that accepted the waiver by agreement of the parties and the judge, notwithstanding the prohibition of § 478.240.2(2) RSMo.

67.3 GRAND JURY

(No Local Rule)

67.4 ATTORNEYS  
(No Local Rule)

67.5 ARRAIGNMENTS  
67.5.1 IN GENERAL

Defendants in felony criminal cases shall normally be arraigned in Division One on the next following Criminal Law Day or Opening Day after being bound over from Division Two.

67.5.2 DATES

If the defendant enters a plea of not guilty on such Law Day or Opening Day, a date shall be set for the filing and hearing of all pretrial motions and the judge will set the case for trial.

67.6 DISCOVERY  
(No Local Rule)

67.7 MOTIONS  
(No Local Rule)

67.8 PLEA BARGAINING  
(No Local Rule)

67.9 GUILTY PLEA  
67.9.1 WHERE ENTERED

In all cases where pleas of guilty are to be entered in Division I, the defendant shall personally execute a form provided by the circuit clerk on which form the defendant answers each and every question, which completed form shall be designated and marked by the court reporter as Exhibit A and shall be signed before the circuit clerk.

67.9.2 PETITION TO ENTER A PLEA OF GUILTY

See Local Rule 67.9.1

67.10 DOCKET  
See Local Rule 36.1.1.

67.11 PROBATION AND PAROLE  
(No Local Rule)

RULE 68: DISSOLUTION OF MARRIAGE AND CHILD CUSTODY PROCEEDINGS

68.1 FILING REQUIREMENTS

In any proceeding commenced pursuant to chapter 452, *Dissolution of Marriage*, the petition, a motion to modify, a motion for family access order and a motion for contempt shall be verified and shall otherwise comply with all requirements of § 452.310 RSMo., including submission of a proposed parenting plan by the petitioner and the respondent within thirty days after service of process or the filing of the entry of appearance, whichever first occurs.

#### 68.2 TEMPORARY CUSTODY AND VISITATION

Upon the filing of a verified petition, absent an enforceable court order to the contrary, the parent with actual physical custody of any minor unemancipated child(ren) of the marriage shall have temporary legal custody as currently provided by law. Such temporary custody shall be subject to the reasonable visitation rights of the other parent however, which visitation shall include the following minimum periods for children years of age and above:

one weekday evening each week from 6:00 p.m. to 8:00 p.m.; alternate weekends from 6:00 p.m. Friday to 6:00 p.m. Sunday; the visitation parent's birthday and the birthday of each child, from 9:00 a.m. (or the time the child's school is out) until 8:00 p.m.; Thanksgiving, July 4th, Labor Day and from the beginning of the child(ren)'s school vacation for Christmas until 9:00 a.m. Christmas Day in even numbered years; Memorial Day, Easter and from 9:00 a.m. on Christmas Day until the end of the child(ren)'s school vacation in odd numbered years.

For children below the age of four years, visitation shall be as set forth above, but shall not include any overnight visitation.

These minimum reasonable temporary visitation rights may not be altered, modified or amended except by the mutual agreement of the parents or by specific court order. The parent obtaining physical custody of the child(ren) shall provide transportation. The parents are obligated to exchange information with one another concerning the health, education and welfare of the child(ren). Access to records and information pertaining to the minor child(ren) including, but not limited to medical, dental and school records, shall not be denied to the non-custodial parent.

#### 68.3 INTERROGATORIES

Absent leave of court, initial interrogatories shall be limited to the approved form interrogatories designated on Form DR-2, which are available from the circuit clerk.

#### 68.4 SEPARATION AGREEMENT

In all cases where written separation agreements are made under the provisions of § 452.325, RSMo., a copy of such executed agreements shall be submitted to the trial judge on or before the date of the hearing.

#### 68.5 PROPOSED JUDGMENT

At the time of hearing of any uncontested dissolution proceeding counsel shall submit a proposed judgment entry. Any proposed judgment shall be filed with a completed Missouri Department

of Health Certificate of Dissolution of Marriage and a completed Information Statement to the Circuit Court for the Processing of Maintenance and Child Support Payments, if appropriate (forms available from the circuit clerk).

**68.6 FILING OF FORM DR-1 AND FORM 14 REQUIRED PRIOR TO TRIAL**

A joint DR-1 form must be completed in full and filed (together with a completed Form 14 if child support is an issue) by each party, not less than three days prior to trial. Failure to complete or submit these forms may result in the exclusion of such evidence.

**68.7 EDUCATIONAL SESSIONS**

Prior to entry of a final judgment containing any child custody or visitation provisions, each parent must provide proof of completion of educational sessions concerning the effect of custody and dissolution of marriage on children i.a.w. § 452.372.1 RSMo.

**68.8 MODIFICATION OF DECREE**

See Local Rule 68.5.

**RULE 69: MUNICIPAL DIVISION**  
(No Local Rule)

**RULE 70: PARTITION**  
(No Local Rule)

**RULE 71: ADMINISTRATIVE REVIEWS**  
(No Local Rule)

**RULE 72: PROBATE**  
The associate circuit judge assigned to Division Three in each shall make all rules with respect to probate proceedings county.

**RULE 73: SMALL CLAIMS**  
All rules with respect to proceedings in small claims cases shall be made by the associate circuit judge or judges assigned to hear small claims in each county.

**RULE 74: TRUST ESTATES**  
(No Local Rule)

**74.1 INVENTORY**  
(No Local Rule)

**74.2 REPORTS**  
(No Local Rule)

74.3 RECORD  
(No Local Rule)

74.4 AUDIT  
(No Local Rule)

RULE 81: EXECUTION  
(No Local Rule)

RULE 82: GARNISHMENT  
(No Local Rule)

RULE 83: JUDICIAL SALES  
(No Local Rule)

RULE 100:

100.1 PRESIDING JUDGE

100.1.1 ELECTION

A presiding judge shall be elected by secret ballot by a majority vote of the associate and circuit judges. The election shall be for a period of two years and shall be held during the first 15 days in January each two years. A presiding judge may not serve consecutive terms without a favorable vote of three-fourths of the associate and circuit judges.

100.1.2 DUTIES OF PRESIDING JUDGE

The presiding judge shall have those powers set forth in § 478.240 RSMo., subject to the limitations set forth in said section and in § 478.225 RSMo., and further subject to the following:

The presiding judge shall not hereafter assign a class of cases to one judge without the consent of such judge.

100.1.2.1 Any appointments made hereafter by the presiding judge as provided by § 485.240 RSMo. shall be subject to the approval of a majority vote of the associate and circuit judges. The presiding judge shall have no vote. Persons so appointed and approved shall continue in their position under a new presiding judge, unless discharged by a majority vote of all of the associate and circuit judges.

100.1.3 DISPUTE RESOLUTION PROCEDURE  
(No Local Rule)

100.2 LOCAL COURT RULES

100.2.1 FORMULATION  
(No Local Rule)

100.2.2 PUBLICATION

An original copy of these rules shall be on file with the circuit clerk of each county who shall make duplicate copies available at a cost of no more than \$5.00 per set.

### 100.3 LIBRARY FUND

Ten dollars (\$10.00) out of each cost deposit shall be deemed a deposit for the law library fund and shall be kept in a separate fund by each circuit clerk and such funds shall be expended only upon the authorization of the presiding judge.

### 100.4 STORAGE OF RECORDS

- 100.4.1 REPRODUCTION, PRESERVATION, ARCHIVAL STORAGE  
AND DISPOSAL OF ORIGINAL CIRCUIT COURT FILES AND  
THEIR CONTENTS  
(No Local Rule)
- 100.4.2 REPRODUCTION AND PRESERVATION OF COURT RECORDS  
OTHER THAN FILED AND THEIR CONTENTS  
(No Local Rule)
- 100.4.3 RESPONSIBILITY FOR INDEXING AND PRESERVING COURT  
REPORTER NOTES  
(No Local Rule)
- 100.4.4 IDENTIFICATION OF REPORTERS' NOTES  
(No Local Rule)
- 100.4.5 INDEX  
(No Local Rule)
- 100.4.6 STORAGE OF NOTES  
(No Local Rule)
- 100.4.7 NOTES OF SUBSTITUTE REPORTERS  
(No Local Rule)
- 100.4.8 STORAGE OF NOTES UPON RETIREMENT, TERMINATION  
OR DEATH OF COURT REPORTER  
(No Local Rule)
- 100.4.9 BOXING AND STORING OF OLD NOTES  
(No Local Rule)
- 100.4.10 RESPONSIBILITY FOR FURNISHING MATERIAL AND SPACE  
FOR STORAGE OF COURT REPORTER NOTES  
(No Local Rule)
- 100.4.11 PROCEDURE FOR EXAMINATION OF CRIMINAL RECORDS  
(No Local Rule)
- 100.4.12 PROCEDURE FOR EXPUNGING AND CLOSING CRIMINAL  
RECORDS  
(No Local Rule)

### 100.5 CLERK'S DUTIES

- 100.5.1 MONEYS PAID INTO COURT  
~~(No Local Rule)~~ **No moneys paid into court shall be accepted  
other than payments in cash or by negotiable instrument.**

100.6 SELECTION OF VENIREMEN  
(No Local Rule)

## MISCELLANEOUS RULES

### RULE 101 PRESENCE OF SHERIFF AND CLERK REQUIRED

The sheriff or deputy sheriff and the circuit clerk or a deputy circuit clerk shall be in the Division One courtroom at all times when court is in session unless excused by the judge then presiding. The sheriff or deputy sheriff shall perform the duties of bailiff and shall maintain order in the courtroom. The circuit clerk or a deputy circuit clerk shall administer such oaths as are required to bailiff, jurors, and witnesses.

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